



JOB DESCRIPTION

TITLE: NPDES Permit Coordinator	JD: 139
DEPARTMENT: Public Works	EFFECTIVE DATE: 11/30/15
REPORTS TO: Public Works Director	FLSA STATUS: Non-Exempt
SUPERVISES: N/A	UNION STATUS: Represented

ABOUT THE CITY OF BAINBRIDGE ISLAND

The City of Bainbridge Island is a non-charter code city operating under the Council-Manager form of government. The City Council appoints a professional City Manager, who serves as the Chief Executive Officer and is responsible for the day-to-day operations of the organization. The City Council serves as a legislative body and is made up of seven members, including two representatives from each of three wards (north, central, south) and one "at-large" member representing the Island as a whole. Our employees are the most important asset in preserving and enhancing the special character of the Island, and in responding to the community's needs. The City provides competitive salaries, outstanding benefits and professional growth opportunities.

JOB PURPOSE/SUMMARY

The NPDES Permit Coordinator is responsible for coordinating, tracking and reporting the City's compliance with the state's Phase II Municipal National Pollutant Discharge Elimination System (NPDES) stormwater permit. This position provides support in policy and regulatory functions related to water quality and stormwater management, including monitoring of the storm and surface water program to ensure compliance with the state's regulations.

PERFORMANCE EXPECTATIONS

- **Leadership:** Contributes to a positive work culture consistent with the City of Bainbridge Island Leadership Philosophy, actively welcomes new approaches to public service and supports change and process improvements at all levels within the organization.
- **Management:** Able to independently assess and organize personal work performance while contributing to the overall organization.
- **Teamwork:** Demonstrates ability and willingness to work collaboratively with a team.
- **Communication:** Communicates effectively with peers, supervisors, subordinates, and individuals to whom service is provided.

ESSENTIAL FUNCTIONS

- Coordinates compliance with the NPDES Phase II Municipal Stormwater Permit throughout the City; communicates permit requirements, expectations and implications of non-compliance; plans and facilitates coordination meetings and correspondence; provides technical support to staff, including interpretation of permit language and other regulatory requirements, guidance documents, resources, templates and tools; tracks compliance activities.
- Prepares the City's annual report and Stormwater Management Program (SWMP) Plan submitted to state Department of Ecology as required by the permit; respond to any public comments or questions; coordinate preparation and submittal of any other reports required.
- Reviews and assesses City stormwater programs for effectiveness; identify and leverage strengths and efficiencies across departments; identify opportunities for improvement and innovation.
- Investigates, reports to the Department of Ecology, and documents all illicit drainage discharges reported to the City.
- Functions as the City's first line of contact for permit-related inquiries from other agencies or the

public; responds to requests for service and/or complaints; coordinates and prepares responses to public records requests and information requests; works with property owners to collect data as needed.

- Keeps management informed of SWMP progress, successes and challenges.
- Develops and administers any stormwater management or water quality actions or programs required under the permit, or by other needs; develops and drafts policies, procedures and ordinances, including stormwater pollution prevention plans and guidance manuals; coordinates implementation with other departments.
- Represents the City at various committees and public meetings related to stormwater management and water quality.
- Tracks and reviews changes in local, state and federal regulations affecting the permit, water quality and stormwater management. Assists in reporting impacts to management and drafts responses with recommended changes to regulatory agencies.
- Coordinates review of current and future policy issues, including water quality standards, impaired water bodies (TMDL) and stormwater permit issues.
- Updates City website as needed.
- Assists with budget development and tracking of permit-related activities.
- Provide technical assistance for the Storm and Surface Water Management (SSWM) utility including maintaining the records of property measurements and assisting the Finance Department with billing questions, appeals, and audits.
- Maintains timely and regular attendance.
- Other duties as assigned.

KNOWLEDGE OF:

- Local, state and federal surface water laws, codes, rules and regulations.
- Principles and practices of surface water management.
- Washington State Department of Ecology Stormwater Management Manual for Western Washington.
- NPDES Phase II Municipal Stormwater permit.
- Low impact development.
- Development and/or implementation of water quality assessments and TMDL.
- Best practices for obtaining grant funding, and administration of grant-funded projects/programs.
- Planning principles, practices, regulations and techniques.
- Research methodologies and techniques.
- Budget development and monitoring.
- City organization, operations, policies and procedures.

ABILITY TO:

- Interpret and apply laws and regulations.
- Inspect, test, investigate and analyze stormwater issues.
- Provide technical information to staff, elected officials, citizens and others to promote compliance with the permit.
- Effectively organize and utilize data, equipment and other resources.
- Analyze technical issues, evaluate alternatives and make recommendations based on findings.
- Support and model the identified vision, values and behaviors of the organization.
- Establish and maintain effective working relationships
- Use initiative and independent judgment within established procedural guidelines.
- Operate a personal computer utilizing a variety of standard and specialist software.
- Communicate effectively both orally and in writing.

PREFERRED QUALIFICATIONS

A bachelor's degree in planning, environmental science, engineering or a related field and three years of experience in jurisdictional stormwater management programs; OR any combination of experience, education and training that would provide the level of knowledge and ability required. Overall permit management experience preferred. Master's degree preferred.

LICENSE AND CERTIFICATION REQUIREMENTS

- Valid Washington State driver's license is required.

- Successful completion of a pre-employment background check is required.

WORKING CONDITIONS

The regular work schedule is Monday Through Friday, 8 am to 5 pm. Work is primarily performed in an office which is busy, oriented to public service and subject to occasional work interruptions. Noise level is moderate. Position requires outdoor work, which includes driving a vehicle. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards and inclement weather conditions. Attendance at meetings before or after regular work hours may be required.

PHYSICAL REQUIREMENTS

Continuous repetitive arm/hand movement is essential to performance. The incumbent in this position must be able to discern voice conversation, have the physical ability to perform essential job functions, and have hand-eye coordination sufficient to operate computers, do keyboarding and operate other office equipment. The incumbent must have the ability to produce legible handwritten documents and may need to push, pull, lift and carry up to 20 pounds.

The City of Bainbridge Island is an Equal Opportunity Employer. We hire, train and promote without discrimination due to race, color, religion, gender, national origin, ancestry, marital status, honorably discharged veteran or military status, age, sexual orientation, genetic information or disability. Hiring, promotions, lay-offs, discharge, rates of pay, training and other employment activities will be consistent with this Equal Opportunity Statement.

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.